

# Washington State Legislative Gift Center

## Cashier/Customer Service/Sales Associate

### Job Description

Position: Gift Center Staff

Reports to the Gift Center Coordinator

Wage: DOQ

Hours: Part-time week end days and week days as needed. Less than 20 hours per week.

### Minimum Qualifications

- Must be 21 or older and have a high school diploma or general education degree (GED).
- Ability to read and comprehend work documents/materials, write legibly and file proficiently, accurately count money, operate a cash register/POS system and calculator, balance cash drawer and receipts.
- Mastery of basic business and retail math functions including percentages.
- Experience and ability to effectively operate a full range of standard office equipment, such as a computer, calculator, copy machine, FAX machine, scanner, multiple-line telephone as well as basic store equipment such as cash register/POS, price taggers and display equipment.
- Must be competent in computer skills to prepare newsletter, small publications, signs and maintain data base.
- Ability to walk and stand on hard surfaces for long periods. The position requires bending, reaching stooping, pushing and pulling. It requires packing and unpacking large boxes and lifting up to 50 pounds on a regular basis. It requires the ability to freely access all areas of the store including the selling floor, stock area and register area as well as the ability to climb ladders/step ladders.
- This is often a fast-paced environment and requires the ability to respond quickly and multitask with ease while maintaining a positive attitude. Must be willing and able to work indoors in a tight, crowded space.
- This position requires the capability of following directions as well as using independent judgment, problem solving, handling complex situations under critical time constraints and maintain confidentiality.
- Must be dependable and practice good time management. Must be willing and able to work weekends and weekdays to meet the demands of a flexible schedule, possibly occasional evening events.
- Must be willing and able to maintain confidentiality of sensitive information accessed or discussed in performing the work of this position.
- Must present a professional appearance and wear professional business attire.

### Preferred Qualifications

Gift shop, retail or cashiering experience

Excellent customer service and conflict resolution skills

High level of computer skills including ability to design or create newsletters, bulletins and signs

High level of professionalism in dealing with the public and executives

Excellent reading, writing and mathematical skills

Experience or skill in gift wrapping, packing and shipping, or be willing to learn

Website or on-line sales experience

Please note that successful applicants will be subject to a mandatory criminal background and reference review.

### To Apply:

Please send a one page cover letter addressing your qualifications for the job, a current resume that includes contiguous work, volunteer and/or school history for at least the last five years and three to five reference letters to: [zoe.champagne@leg.wa.gov](mailto:zoe.champagne@leg.wa.gov)